

## Administration

**Subject:** Michigan Department of Transportation (MDOT)/Passenger Transportation Division (PTD) Reporting Dates

**Information:** This is a list of reports, applications, audits and plans that need to be submitted to MDOT/PTD and the respective due dates.

### **Actions Needed:**

<u>Report</u>	<u>Deadline</u>
Reconciliation Operating Assistance Report (urban and nonurban)	November 9
CPA Compliance Audit (urban and nonurban)	120 days after end of local FY+ 60 Day extension
Local Bus Operating & Capital, Section 5311 and Service Development Applications	February 1
Specialized Services, Section 5310, Marine and Regional Transportation applications.	March 1
DBE Accomplishment (if needed)	40 days after end of each quarter
Annual DBE Plan/Goal (if needed)	40 days after Division Administrator's letter asks for goal.
Initial Cost Allocation Plan	When needed
Amended Cost Allocation Plan	When change is made
Payables	MDOT will determine annually.
Quarterly Operating Assistance Reports (Urban and Nonurban)	40 days after end of each quarter

### **Actions Needed:**

## Report

## Deadline

## Quarterly Specialized Services Reports

40 days after end of each quarter

Quarterly SPR/5313 Reports

40 days after the end of each quarter

**Approved:**

Signed By: Kip Grimes

10/14/2002

## Division Administrator

Date

PTD:PAS:FMU:AF